



WALTON-VERONA INDEPENDENT SCHOOLS

2022-2023
Volunteer Handbook

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A Tradition of Excellence
student achievement generated through
academics, extra-curricular, and community involvement

Welcome!

Thank you for filling the important role of a volunteer for Walton-Verona Independent Schools. We welcome you as an important partner in education and student development.

Volunteering is a valued service to our schools. It is important that your work as a volunteer supports our students, but does not distract students or staff, or interfere with students' right to privacy.

The purpose of this handbook is to acquaint you with the policies and procedures of the Walton-Verona Independent Schools. These will assist you as you volunteer, and give you basic information that will better allow you to serve the children in a skilled, professional manner.

If you need additional information, please contact the school principal, secretary, or the district office.

Thanks once again for your willingness to be a part of the activities at Walton-Verona Independent Schools.

Walton-Verona Independent Schools
859-485-4181

District Office
option 4

WV High School
Adam Nash, Principal
option 3

WV Middle School
Eric Morwessel, Principal
option 2

WV Elementary School
Luke Patterson, Principal
option 1

WV Early Childhood Center
Caitlyn Gottshall, Director
Sinda Henson, Coordinator
option 1

Volunteers

DEFINITION

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The District shall require a state criminal records check on all volunteers pursuant to [KRS 160.380](#), prior to volunteering and be approved by the Superintendent/designee. Also, the Superintendent/designee may require volunteers who have lived in Kentucky for less than twelve (12) months to submit to a national criminal history background check for safety reasons.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](#) and [KRS 161.148](#), prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

BASIS FOR DISQUALIFICATION

Applicants with the following convictions shall not be authorized to volunteer:

1. All sex-related offense convictions;
2. All offense convictions against minors
3. All felony offense convictions against persons or property
4. All alcohol violation convictions within the past two (2) years;
5. All drug-related offense convictions within the past five (5) years;
6. All deadly weapon-related convictions against persons or property; and
7. All violent, abusive, and/or threat-and harassment-related convictions.

The Superintendent shall have the authority to disqualify any individual from participating in school and/or District programs as a volunteer.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

REFERENCES:

¹[KRS 161.148](#)
[KRS 160.380](#)
[KRS 161.044](#)

RELATED POLICIES:

03.5
08.113
08.1131

Adopted/Amended: 7/26/2012

Order #: 12.156

BACKGROUND CHECKS

KRS 161.148 states that school districts must conduct a state criminal records check on volunteers who have contact with students on a regularly scheduled or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips. The background check will need to be completed every two years.

FIELD TRIP CHAPERONE GUIDELINES

Volunteers as Chaperones

Staff, students, and chaperones must comply with all school system policies and school procedures. Standards of acceptable behavior should be exhibited prior to departure, during transport to and from the location of the trip/activity, at the trip destination, and upon return to the school/ departure location.

Only students/parents/guardians/volunteers who are approved to attend the trip and have traveled with the group to the site are eligible to participate in the group activities.

Chaperone Responsibilities:

- Focus on the overall purpose of the trip/activity
- Supervise student behavior and activities
- Oversee the health and safety of students

Electronic Communication Devices

Staff members, volunteers, and visiting adults shall turn off the audible notification on their electronic communication device(s) when they are supervising students, participating in an activity with students, visiting a school, or chaperoning a trip/activity. Student images should not be posted on the web without permission. Volunteers shall refrain from using their electronic communication devices unless an emergency arises.

Confidentiality

Student Information is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law, as well as state regulations. Confidentiality refers to the obligation not to disclose or transmit student information to unauthorized parties. Student records are identified as confidential, and must be treated in accordance with state regulations and federal law.

- *All school system personnel and volunteers must be held accountable to maintain this level of student privacy.*

Volunteers are not allowed access to student records.

- *Volunteers are required by law to protect the confidentiality of all student information while volunteering.*

School system personnel may share confidential student information with volunteers on a need-to-know basis.

Volunteers should only discuss confidential student information with school system personnel.

- *Volunteers often work in locations where they might see or hear others sharing confidential student information.*

In order to protect a student's confidentiality, volunteers must refrain from sharing student information. A misplaced comment can be devastating to students and their families.

Reasonable Attire

All volunteers working in schools and/or with students who attend Walton-Verona Independent Schools are expected to dress in a manner that is appropriate for the setting.

Volunteers are expected to meet or exceed student dress code standards.

Tobacco and Drug-Free Schools

Volunteers should refrain from bringing or using tobacco products, alcohol, inhalants, and/or illegal drugs on or within school property, school or coach buses, or at or in conjunction with school-related activities/events. (KRS 438.050)

Illness/Injury Procedures

Any injury to a student, volunteer, and/or staff member should be reported immediately, no matter how minor the incident may seem. Volunteers should share any knowledge of or details regarding any injured or ill student(s) with school system staff.

Food Allergies/Sensitivities

Due to the increase in food allergies/sensitivities that have serious health implications, the sharing of food items is prohibited. No food may be brought to a school or a school-related event/activity to share with others unless approval has been granted in advance by the school principal. Our awareness of food allergies/sensitivities is a necessity. Simply restricting consumption is not enough because any contact with an 'unsafe' food, cross-contamination, and hidden trace ingredients can also cause an allergic reaction.

Reminders for Volunteers:

- Seek help immediately if a student shows signs of an allergic reaction or complains of allergic symptoms such as: hives, swollen lips, coughing, tightness in throat, difficulty breathing, paleness, gut symptoms such as vomiting or cramping pain, loss of consciousness, fuzzy tongue sensation, etc.
- Respect school system practices regarding food/food allergies.
- Exercise caution regarding the purchase of any food, beverage, and/or other merchandise when chaperoning students.

Bus Guidelines

- Follow the driver's instructions at all times
- Promptly report any damage that has been done to the bus
- Students shall not engage in any activity that will divert the driver's attention
- Profane language is not tolerated
- No eating, drinking, or chewing gum on the bus
- The use of tobacco products, or possession of any tobacco is strictly prohibited
- Keep head, hands, and feet inside the bus
- Remain seated at all times
- The possession of or use of weapons or dangerous instruments on the bus is strictly prohibited
- Do not possess illegal substances or paraphernalia
- No pets or animals of any kind
- No balloons or glass containers

*We appreciate your willingness to partner with us
as a volunteer!*